



## Department of Planning and Community Development

### Policy # Build – 05-03

**Section R325.1 of the International residential Code states in part:** *Premises identification.*

*Approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property.*

**Section 505 of the International Fire Code states in part:** *New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).*

**Section 42-202 of the City of Norfolk Code states in part:** *Duty of owner to apply for and display number.*

(a) *When any building is erected within the city limits, the owner or agent thereof shall apply to the director of public works for the proper number for the same and, upon the assignment by the director of public works of the proper number for such building, it shall be the duty of the owner thereof, within thirty (30) days from the receipt of notice of such assignment, to cause such building to be numbered, at his own expense, in accordance with the provisions and requirements contained in this article.*

(b) *It shall be the duty of the owner or agent of each residential, commercial or industrial building in the city to display properly on the front thereof, and in a position easily observed from the street, and in numbers not less than four (4) inches in height, the proper street address number of such building, for the ascertainment of which he shall apply to the director of public works. All such buildings shall be numbered in accordance with this article.*

(c) *Before any certificate of occupancy is issued by the building official, the department of planning and community development shall cause an inspection to be done to ensure that the proper number has been posted as required by this article.*

(d) *All buildings with multiple floors, suites or units shall submit a plan for an internal numbering system to the fire department for approval prior to occupancy. The internal plan as required in this section shall be submitted annually, and whenever there is a reconfiguration of suites or units, or a reuse.*

It is the duty of City of Norfolk Building Inspectors to enforce these code requirements for new construction. The following standards clarify how addresses must be posted on new construction before a Final Inspection is approved and a Certificate of Occupancy is issued:

1. Addresses must be posted on the front of all buildings, preferably near the entrance.
  - a. Characters must be four (4) inches in height with a minimum stroke width of ½ inch.
  - b. Address must be plainly visible and legible from the street.
2. For buildings positioned on a lot (such as a flag lot or extended private driveway) such that addresses on the front are not easily observed from the street, the addresses shall also be posted at a location immediately adjacent to the street access in addition.
  - a. Characters must be four (4) inches in height with a minimum stroke width of ½ inch.
  - b. Mailbox, monument, curb marker or similar identification is acceptable for this additional identification, as long as it is clearly visible from the street.